Instructions to make an On-Line Credit Card payment

If LOG IN screen not displayed or not already logged into the Event Registration System use: https://www.udot.utah.gov/public/event_registration

Enter email address

> **Profile already exists:** You will be taken directly to the Event Registration System page unless you have not logged in within the last 100 days. In this case you will be taken to the profile screen (Refer to No Profile below).

> **No Profile:** You will be taken to a profile screen. Complete the required information and save. You will then be taken to the Event Registration System page.

Event Registration System Screen

> **NOTE: Please DO NOT** select the payment tab unless you intend to make a payment. If you want to check fee amounts please use the link provided on the Engineering Conference Web site or the Event Registration System start page.

> http://www.udot.utah.gov/go/engineeringconference (Engineering Conference Web site)

> Select the Payment tab (right side of screen)

Select Create Payment

> Screen will be dependent on your email address.
> For @utah.gov addresses there is no payment option. Fees covered by org number. No fee for banquet guests.
> For all others all fees are shown. No fee for banquet guests.

Fee selection

> In the amount column use the up and down arrow to change the required sum value. Then enter the name or names of those that the payment applies for.

Make Credit Card Payment

> When all fees selected and names included select "Make Credit Card Payment" at the bottom of the screen.

Complete the credit card payment requirements to enter credit card number, other information as requested, and **submit payment**.

NOTE: The system should copy required information from your Event Registration System profile. Please check/verify all information and enter any missing information.

On the final screen select PRINT and CONTINUE button. Do not use the browser print option.

If using these instructions at the Conference location bring printout to the registration desk to obtain your name tag. All others bring a copy to the Conference location in case it is needed to verify payment.